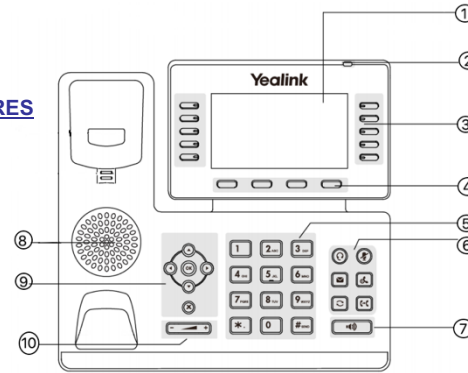


# Yealink

## Yealink T54/T53 Quick User Guide



### FEATURES



- 1 LCD Screen
- 2 Power LED
- 3 Line Keys
- 4 Soft Keys
- 5 Key Pad
- 6 Headset/Mute Keys


- 7 Speaker
- 8 Speaker
- 9 Scroll Keys
- 10 Volume

### MAKING A CALL


#### Using the handset:

1. Pick up the handset.
2. Enter the number using the keypad and then press the **Send** soft key.

#### Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, then press the **Send** softkey.




#### Using the headset:

1. With the headset connected,  to activate the headset mode.
2. Enter the number, and then press the **Send** softkey.

**Note:** During a call you may alternate between headset, hands-free speakerphone and handset modes by pressing the **Headset** key or **Speakerphone** key or by picking up the handset. Headset mode requires a headset be connected to the phone.

#### Multiple calls:


1. Press the line key. The active call is placed on hold.
2. Enter the desired number using the keypad.
3. Press the **Send** soft key.

You can press  or  to switch between calls, then press  again to resume the desired call.

### ANSWERING A CALL

**Using the handset:**  
Pick up the handset.

#### Using the speakerphone:

Press .

#### Using the headset:

Press .


**Note:** You may ignore an incoming call by pressing the **Reject** soft key.

### ENDING A CALL

#### Using the handset:

Hang up the handset or press the **End Call** soft key.

#### Using the speakerphone:



Press  or the **End Call** soft key.


#### Using the headset:

Press the **End Call** soft key.


### REDIAL


Press  to enter the **Placed Calls** list. Press 

 to select the desired call, then press  or the **Send** soft key.


Press  twice when the phone is idle to call the last dialed number.


### MUTING A CALL

Press  to mute the microphone during a call.



Press  again to un-mute the call.

### VOLUME ADJUSTMENT


Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.


Press  when the phone is idle to adjust the ringer volume.




## RING TONE

1. Press the **Menu** soft key when the phone is idle, then select **Basic > Sound > Ring Tones**.
2. Press  or  to select the desired ring tone.
3. Press the **Save** soft key to accept the change.

## PUTTING A CALL ON HOLD

Press  or the **Hold** soft key during an active call. To resume a held call, press the **Resume** soft key.

If there is only one call on hold, press  or the **Resume** soft key.

If there is more than one call on hold, press  or  to select the desired call and then press  or the **Resume** soft key.

## CALL PARK AND RETRIEVE

1. While on an active call, press an available park, indicated by a green light.
2. The call will be placed on park and will indicate with a blinking red light.
3. The caller will now be placed on hold and will hear a message or on hold music if configured.
4. The caller is now parked.
5. To retrieve a parked call, simply press the button next to the desired call park and then lift the handset.



## TRANSFERING A CALL

There are three ways to transfer a call: Blind Transfer, Attended Transfer and Semi-Attended Transfer.




### **Blind Transfer:**

While on a call, press the button of the person you wish to transfer to (if their light indicates they are available)

Or-

1. Press  or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, then press  or the **Transfer** soft key.

### **Attended Transfer:**

1. Press  the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, then press  press .
3. Press the **Transfer** soft key when the second party answers.

## CONFERENCE CALL

1. Press the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, then press the **Send** soft key.
3. Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up to disconnect yourself. The other parties will remain connected. Press the **End Call** soft key to disconnect all parties.

**Note:** You may split the conference call into two individual calls by pressing the **Split** soft key.

## VOICE MAIL

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up in red.


## CommPortal

You can access our Commportal web application on any browser on your computer or mobile device.

1. Open up a new browser window and type my.daystarr.net.
2. Login using the desired 10 digit directory number as the username and password. (*Note: first time logging in the password will be Pa55word*)



## Listening to voice messages:

1. Press  or the **Connect** soft key.
2. Follow the voice prompts to listen to your voice messages. Alternatively, you can dial \*98 to access the Voicemail system at any time. The system will prompt for your password. **Note:** when accessing the voice mail system for the first time your password is 1-3-5-7. Change this to a 4-digit number you can easily recall.



## CONTACT DIRECTORY

### **Adding a contact:**



1. Press the **Directory** soft key when the phone is idle, then select the desired group.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Save** soft key to accept the change.

**Note:** If your phone firmware is updated, contacts entered in this manner will be lost. It is best to enter these contacts into your commportal.

### **Editing a contact:**

1. Press the **Directory** soft key when the phone is idle, then select the desired group.
2. Press  or  to select the desired contact, then press the **Option** soft key and then select **Detail** from the prompt list.
3. Update the contact information.
4. Press the **Save** soft key to accept the change.

### **Deleting a contact:**

1. Press the **Directory** soft key when the phone is idle, and then select the desired group.
2. Press  or  to select the desired contact, then press the **Option** soft key and select **Delete** from the prompt list.
3. Press the OK soft key when the LCD screen prompts "Delete Selected Item?"

## CALL PICKUP

1. To pick up a call ringing a specific phone that is not ringing as part of a Ring Group, dial \*11xxx (xxx being the extension of the ringing phone).
2. You may also pick up a ringing line by pressing their line key while it is flashing with an incoming call.
3. For example your neighbor's phone extension 112 is ringing. You would dial \*11112 to pick up that call.
4. To pick up a call on any ringing phone dial \*11.